

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Public Services Manager/Engineer	Job Family: 3
General Classification: Management	Job Grade: 46

Definition: To plan, organize, direct and coordinate the activities of the Public Services Division of the Public Works Department, including all aspects of street and sidewalk maintenance, street lighting and street sweeping; landfill postclosure management; reclaimed water utilization, water conservation and water supply; wastewater management and collection; management and operational engineering support for division maintenance and construction activities; and to provide highly complex staff assistance to the Public Works Director. Work involves analyzing and interpreting State and Federal environmental and public health regulations; planning and designing compliance programs, environmental monitoring and control systems as they relate to achieving and sustaining compliance with laws, regulations and permits required for Public Services Division functions.

Supervision Received and Exercised: Receives general direction from the Public Works Director; exercises direct supervision over assigned clerical, technical, professional, supervisory and management personnel, consultants and contractors.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Assist in the development and implementation of departmental goals, objectives, policies and procedures.
2. Manage, direct, coordinate and organize Public Services Division activities, including water, sewer, storm water, landfill, sidewalk and street maintenance, including street sweeping, signing and lighting; landfill postclosure management; department capital improvement projects; regulatory compliance; engineering related to the operations and maintenance of landfill, streets, water, sewer and storm water systems; water conservation and reclaimed water issues.
3. Verify and ensure compliance with all regulations and permits relating to landfills, water, wastewater, streets, fleet and hazardous materials.
4. Direct landfill-related projects and coordinate with other City departments and public agencies to accomplish project objectives.
5. Represent the City in contacts with regulatory agencies, governmental jurisdictions, contractors and the general public on landfill and environmental compliance matters.

6. Develop and submit groundwater, storm water and landfill gas monitoring and various other reports to appropriate regulatory agencies.
7. Design solutions for operational problems related to landfill gas and groundwater management systems and utility, street and sidewalk maintenance.
8. Give professional advice and confer with department heads and private contractors.
9. Monitor and ensure compliance with consultant contracts.
10. Direct, oversee and participate in the development of the Public Services Division work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
11. Ensure division safety and training efforts are fully carried out.
12. Prepare the division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing; equipment, materials and supplies; administer the approved budget.
13. Participate in recommending the appointment and termination of personnel; work with employees to correct deficiencies; implement discipline procedures.
14. Respond to inquiries and/or complaints from the public and regulatory agencies; develop and implement solutions to complex and sensitive technical and public relations situations.
15. Participate in the departmental planning and monitoring of utility rates and fees.
16. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Municipal engineering and environmental regulations and permits related to landfills, utilities, streets and lighting operations; principles and practices of policy development and implementation; environmental or civil engineering practices; groundwater monitoring, protection and remediation; Clean Water Act; Safety and Security Standards; methods and techniques used in the design, construction and survey of a variety of Public Works projects; budgeting procedures and techniques; principles of organization, administration, occupational safety and personnel management.

Ability to: Analyze complex issues and problems; design and implement practical solutions for streets, sidewalk, lighting, water, sewer, storm water, landfill and environmental problems; instruct staff in proper work methods and standards to ensure proper maintenance of streets, sidewalk, water, sewer, landfill and environmental systems; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; supervise, train and evaluate assigned staff.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Six or more years of increasingly responsible civil or environmental engineering experience, including not less than three years lead or supervisory experience. Bachelor's degree from an accredited college or university with major course work in engineering. Master's degree in relevant field highly desirable.

Required Licenses or Certificates: Possession of a valid Certificate of Registration as a Professional Civil Engineer in the State of California. Possession of a valid California Class C driver's license.

Established December 1994

Revised October 2005

CLASS SPECS

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